

July 23, 2013
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, July 23, 2013 at 1:00 p.m. at the Cottonwood County Courthouse in Windom, MN. Presiding over the meeting was Chairman John Oeltjenbruns. Present for all or portions of the meeting were: Commissioners John Oeltjenbruns, Jim Schmidt, Kevin Stevens, Tom White, Norm Holmen; Executive Assistant Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Bill Chukuske, Heidi Hansen, Kay Clark, Jason Purrington, Kyle Pillatzki, JinYeene Neumann, Gale Bondhus, Alan Coners, Rahn Larson, Steve Burdick, Randy Baker and Jerry Hayes.

Motion by White, second by Schmidt, unanimous vote to approve additions to the agenda. Motion by Holmen, second by Stevens, unanimous vote to approve the minutes of the July 9, 2013 meeting as amended.

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Bill Chukuske and Heidi Hansen met with the board to present an overview and present a proposal for Agent Service of Health Plan that they could provide to the county. Their proposal included no fees to the county for the remainder of 2013 but they would charge a fee of \$14/month/member beginning in 2014. No action was taken at this time.

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Kay Clark, SWCD Administrator, met with the board to ask for approval of the BWSR-MPCA 2012 Feedlot Performance Grant Agreement in the amount of \$4,610. Motion by Holmen, second by Stevens, unanimous vote to approve the grant agreement in the amount of \$4,610.

Discussion was held regarding a possible agreement between Cottonwood and Jackson counties for shared services of a Water Resource Technician as a result of Lloyd Kalf's absence. This agreement will be done through the SWCD office.

Further discussion was held regarding Alan Coners' help with septic systems in both Cottonwood and Jackson counties while Lloyd has been away and possible compensation for his added duties to help out. This is something that will be worked on over the course of the next week.

Discussion was held regarding the letter that was received by the Windom Fair Board in regards to their intent to discontinue allowing the county to lease the recycling shed at the fairgrounds. The county is still interested in remaining in the recycling building. Clark will inform the Windom Fair Board members that the county wants to continue with the lease and that they would like to begin negotiations for continued use of the building sometime in September.

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Sheriff Jason Purrington met with the board to ask for approval to send a letter to the Minnesota State Patrol in regards to an application for emergency vehicle designation for the personal vehicle that is used by the County Coroner.

Motion by Holmen, second by Schmidt, unanimous vote to allow that this letter be signed and sent in for approval.

Purrington mentioned to the board that the jailer/dispatcher position is currently underpaid according to other counties and he is in jeopardy of losing a part-time jailer/dispatcher to another county.

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Landfill Supervisor Kyle Pillatzki met with the board to discuss a few items. Pillatzki gave an update regarding a truck that Steve Burdick and himself recently looked at in Illinois that they are interested in purchasing. Pillatzki is hopeful that he can get the truck for \$20,000 and will move forward with the purchase.

Pillatzki reported that the new compactor was delivered today. Further discussion regarding the financing of the compactor was held but no final decisions were made. Motion by Holmen, second by Stevens, unanimous vote to authorize Pillatzki to sign warranty agreement for the compactor.

Pillatzki will present 2014 proposed budgets for the landfill and SCORE (recycling) at a future meeting.

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County Engineer JinYeene Neumann met with the board to discuss several items. Neumann gave an update regarding the wheelage tax and how many counties have approved it so far.

Neumann and Jerry Hayes, Highway Superintendent, reported that interviews were recently held for the Heavy Equipment Operator (HEO) position and they would like to recommend that the board allow them to hire one individual for the Westbrook shop and one individual for the Windom shop. Hayes explained to the board why there is a need for two employees being hired as opposed to one employee. He also stated that there is also the continued push to keep overtime hours to a minimum. Motion by Schmidt, second by White, unanimous vote to allow for the hire of Kelly Brown for the Westbrook shop and Joe Doblal for the Windom shop on Step 7 of the 2013 pay matrix effective August 12th pending all hiring requirements are completed.

Motion by White, second by Schmidt, unanimous roll call vote to adopt resolution as follows:

Resolution 13-07-23A

**Grant Agreement to State Transportation Fund (Bridge Bonds)
Grant Terms and Conditions
SAP 17-598-04**

WHEREAS, Cottonwood County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Bridge No.17J39; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this bridge is available; and

WHEREAS, the amount of the grant has been determined to be \$93, 792.00 by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that Cottonwood County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, subdivision 5, clause (3), and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the bridge but not required. The proper county officers are authorized to execute a grant agreement with the Commissioner of Transportation concerning the above-referenced grant.

S/John Oeltjenbruns, Board Chairman

S/Jan Johnson, Auditor/Treasurer

Motion by White, second by Schmidt, unanimous roll call vote to adopt resolution as follows:

Resolution 13-07-23B

**Grant Agreement to State Transportation Fund (Bridge Bonds)
Grant Terms and Conditions
SAP 17-629-03**

WHEREAS, Cottonwood County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Bridge No.17J38; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this bridge is available; and

WHEREAS, the amount of the grant has been determined to be \$124,257.00 by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that Cottonwood County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, subdivision 5, clause (3), and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the bridge but not required. The proper county officers are authorized to execute a grant agreement with the Commissioner of Transportation concerning the above-referenced grant.

S/John Oeltjenbruns, Board Chairman

S/Jan Johnson, Auditor/Treasurer

Motion by Holmen, second by Stevens, unanimous roll call vote to adopt resolution as follows:

Resolution 13-07-23C

**Grant Agreement to State Transportation Fund (Bridge Bonds)
Grant Terms and Conditions
SAP 17-603-18**

WHEREAS, Cottonwood County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Bridge No.17J40; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this bridge is available; and

WHEREAS, the amount of the grant has been determined to be \$182,343.00 by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that Cottonwood County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, subdivision 5, clause (3), and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the bridge but not required. The proper county officers are authorized to execute a grant agreement with the Commissioner of Transportation concerning the above-referenced grant.

S/John Oeltjenbruns, Board Chairman

S/Jan Johnson, Auditor/Treasurer

The board authorized the Chairman, County Attorney and Auditor/Treasurer to also sign the contracts corresponding with the bridge bonding resolutions.

Motion by Holmen, second by Schmidt, unanimous vote to sign State of Minnesota Amendment of Lease No. 2 (Lease No. 11458) for the continued rental of the Storden shed by the Minnesota Department of Transportation. The rental rate will be \$8,406 commencing November 1, 2013 and ending October 31, 2015 at which time there will be an option to renew at the rate of \$9,000 for the next year.

Neumann reported that the microsurfacing markings are now down and the only thing remaining is the final paperwork.

Question was asked in regards to the monthly budget reports and Neumann responded that she didn't see anything out of line.

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Much discussion was held regarding the Deputy Auditor/Treasurer pay scale. Information was obtained from the peer counties as to the number of positions in each county, job titles and current salary. Motion by White, second by Schmidt to set the new Start step for the Deputy Auditor/Treasurer position to be \$16.60/hour like it is for the Appraiser position. Brenda Anderson would then move to Step 8 of the new pay scale and Sue Hopp would then move to Step 12 of the new pay scale. Voting as follows: Aye – White and Schmidt. Nay – Stevens, Holmen and Oeltjenbruns. Motion failed.

Motion by Holmen to set the new Start step for the Deputy Auditor/Treasurer position to be \$13.55/hour. Motion died for lack of a second.

Motion by White, second by Schmidt to set the new Start step for the Deputy Auditor/Treasurer position to be \$16.60/hour and to move Brenda Anderson to Step 4 (\$18.6834) of the new pay scale and Sue Hopp to Step 8 (\$21.0284) of the new pay scale. Voting as follows: Aye – White, Schmidt and Stevens. Nay – Holmen. Motion carried. The effective date was not discussed.

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Motion by Holmen, second by Schmidt, unanimous vote to approve miscellaneous 2013 appropriations as submitted and budgeted for 2013 as follows:

MN River Board	\$ 446.50
Travel SW	\$1,000.00
Westbrook Sr. Citizen Center	\$2,000.00
Storden Senior Citizen Center	\$2,000.00

Mt. Lake Senior Citizen Center	\$2,000.00
Windom Senior Citizen Center	\$2,000.00
Jeffers Senior Citizen Center	\$2,000.00
Mt. Lake Heritage Village	\$1,500.00
Westbrook Heritage Village	\$1,500.00
SW Crisis Center	\$ 500.00
Ecology Bus	\$1,000.00
Small Business Center	\$3,000.00
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Motion by Holmen, second by Schmidt, unanimous vote to allow the Probation Office to use the county credit card for Night to Unite event for a purchase to Oriental Trading in the amount of \$305.56 and to allow the Assessor's Office to use the county credit card for hotel stays at the Best Western Kelly Inn (Confirmation #'s 265836 and 265837) as well as registration for trainings for Karla Ambrose on August 5-8 (\$495) and August 19-23 (\$380).

Brief update was given regarding the temperature issues at the N. 71 office building that have recently been resolved for the most part.

Chairman Oeltjenbruns signed the Des Moines Valley Health & Human Services Privacy Agreement between Cottonwood and Jackson counties.

Motion by White, second by Schmidt, unanimous vote to get quotes for tax-forfeiture demolition on one property in Jeffers and four properties in Mt. Lake.

Commissioner White gave an update regarding a recent review of time cards. It was noted that overtime is allowed only after 40 hours compensated in a workweek.

Discussion was held regarding the possible proposal of the purchase of the property located at 1815 1st Avenue after further review of a letter that was received from Vetter Johnson Architects (VJA). After much discussion, there was a motion by Holmen, second by Stevens, unanimous vote to authorize Commissioners White and/or Oeltjenbruns to possibly enter into a purchase agreement, which would include all back taxes, for the property located at 1815 1st Avenue.

Brief update was given regarding upcoming union negotiations that were to be held on July 29th with the Highway union.

There being no further business, the meeting was adjourned at 5:38 p.m.

Jan Johnson, Auditor/Treasurer

John Oeltjenbruns, Board Chairman

Kelly Thongvivong, Executive Assistant